BP-04107

BIDDER CHECK LIST

HAVE YOU SIGNED BID	_____
SIGNED AFFIDAVIT PAGE	_____
INCLUDED PROPER BID BOND	_____
FILLED OUT ALL APPLICABLE FORMS	_____
RETURNED ORIGINAL & DUPLICATE	_____
COPIES OF BID DOCUMENTS	_____

CITY OF BALTIMORE

SPECIFICATIONS AND PROPOSAL

FOR

BOTTLED CITY OF BALTIMORE DRINKING WATER

TO - THE BUREAU OF PURCHASES

RETAIN THIS COPY FOR YOUR FILE

CONTRACT NUMBER – BP-04107

DATE DUE FEBRUARY 11, 2004 11:00 A.M.

PRE-BID CONFERENCE: TO BE HELD AT THE BUREAU OF PURCHASES, 231 E. BALTIMORE ST., SUITE 200, BALTIMORE, MD 21202 ON TUESDAY, JANUARY 20, 2004 AT 10:00 A.M. EASTERN STANDARD TIME

(RETAIN THIS COPY FOR YOUR FILE)

NOTE: QUESTIONS CONCERNING THESE SPECIFICATIONS AND PROPOSAL SHOULD BE DIRECTED TO THE BUYER.

JOHN R. DAVIS
TELEPHONE - (410) 396-5736
FAX – (410) 396-1822
Email – john.davis@baltimorecity.gov

SPECIAL CONDITIONS

SCOPE

FURNISH AND DELIVER **BOTTLES City of Baltimore DRINKING WATER** FOR THE CITY OF BALTIMORE IN ACCORDANCE WITH SPECIFICATIONS AND OTHER DOCUMENTS HEREIN.

APPLICATION

TO BE DELIVERED F.O.B. DESTINATION TO ANY CITY INSTALLATION OR AGENCY INCLUDING THOSE LOCATED OUTSIDE THE CITY LIMITS.

CONTRACT PERIOD

THIS IS A REQUIREMENTS TYPE CONTRACT FOR A PERIOD OF **ONE (1) YEAR**. THE CONTRACT MAY BE **EXTENDED FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS** AT THE SOLE DISCRETION OF THE CITY. THE CONTRACT SHALL BEGIN ON A DATE TO BE DETERMINED BY THE CITY PURCHASING AGENT FOLLOWING AWARD.

QUANTITIES

DELETE (A) OF ITEM 2, RESERVATION OF GENERAL CONDITIONS OF BID PROPOSAL, PAGE 1, AND INSERT THE FOLLOWING IN LIEU THEREOF.

A. UNLESS STATED OTHERWISE IN THIS SPECIFICATION AND PROPOSAL, THE CITY OF BALTIMORE IS OBLIGATED DURING THE PERIOD STIPULATED TO PURCHASE ALL OF ITS NORMAL REQUIREMENTS OF SUPPLIES AND/OR SERVICES SPECIFIED FROM THE SELLER/SELLERS, AND THE SELLER/SELLERS ARE OBLIGATED TO SUPPLY THE QUANTITIES WHICH THE CITY OF BALTIMORE REQUIRES FOR ITS OPERATION. THE DOLLAR VALUE AND/OR QUANTITIES STATED HEREIN ARE GIVEN AS A GENERAL GUIDE FOR BIDDING, BUT ARE NOT GUARANTEED AMOUNTS, BUT THEY REPRESENT THE BEST ESTIMATE OF THE CITY.

B. ACTUAL REQUIREMENTS ORDERED MAY BE MORE OR LESS THAN THOSE ESTIMATED HEREIN. IF, HOWEVER, AT THE END OF THE PEROD THAT THE CONTRACT IS LEGALLY IN FORCE, THE CITY HAS NOT PLACED ORDERS FOR THE AMOUNT OF MATERIALS, SUPPLIES AND/OR SERVICES ESTIMATED IN THIS PROPOSAL, SAID CONTRACT MAY BE DECLARED NULL AND VOID, IN WHICH CASE IT WILL BE CONSIDERED AS HAVING BEEN TERMINATED. THE CITY WILL THEN SOLICIT BIDS FOR A NEW CONTRACT AT ITS SOLE DISCRETION.

METHOD OF PURCHASING

PURCHASE ORDERS OR ORDER RELEASES WILL BE ISSUED FROM TIME TO TIME IN SUCH QUANTITIES AS MAY BE NEEDED BY THE CITY.

METHOD OF AWARD

AWARD(S) WILL BE MADE ON AN ITEM BY ITEM BASIS TO THE LOW RESPONSIVE AND RESOPNSIBLE BIDDER(S).

FIRST SOURCE HIRING PROGRAM

SEE INSTRUCTIONS/FORMS ENCLOSED WITH THIS SOLICITATION PACKAGE

TECHNICAL & DETAILED SPECIFICATIONS
Bottling City of Baltimore Drinking Water

I. INTRODUCTION

This contract is for Bottling, City of Baltimore Drinking Water. This section is designed to provide the vendor with information on requirements associated with this contract. Quantities specified are estimates only. Bidders are required to verify City water quality and provide unit costs for the 16-21oz single serving bottle and/or the 1-gallon HDPE plastic container. The City is not obligated to purchase in these or any other quantities.

II. SPECIFIC REQUIREMENTS

A. SCOPE OF WORK: This contractual agreement is required to provide for the bottling of drinking water from the City's drinking water system as the approved source. The bottled water is for use by the City only. The **service to be performed** under these specifications **shall be bottling** of City drinking water **and delivering** 16-21 oz single serving bottles and/or 1-gallon HDPE plastic containers as needed. The work shall include, but not be limited to:

- Source will be the City's water
- Treating the drinking water as necessary
- Ozonation for disinfection
- Bottling the water
- Labeling the bottles (City will provide logo, title, and coloring requirements of label)
- Packaging plastic bottles in cases for storage on pallets
- Loading and securing containers on pallets
- Transporting pallets to the City designated storage
- Meeting all federal, state and local regulations for bottled drinking water
- Clearly marking water bottle to have an expiration date of one (1) year from date of bottling

All work expressed or implied by these contract documents is to be fulfilled until the end of completion, in accordance with the requirements set forth in the Technical & Detailed Specifications and maintaining Federal, State and Local regulations.

B. DESCRIPTION OF SERVICES: The service to be performed under these specifications shall be the bottling of City drinking water and delivery of those bottles to the City.

III. CONTRACT PERIOD

This contract will remain in force for a period of **twelve (12) months** commencing upon proper execution of all required contract documents and may **be extended for two (2) additional one (1) year periods** under the same terms and conditions at the sole discretion of the City. The City reserves the right to cancel this contract upon thirty (30)Days written notice. The anticipated beginning date for the contract is **March 1, *2004.*** With first shipment due within 30 days of contract execution.

IV. QUALIFICATIONS OF THE CONTRACTOR

A. The vendor shall perform all specified work using properly trained, skilled individuals, supervised and employed by the vendor. Material and equipment furnished by the vendor shall conform in strength, quality of materials, appearance, and workmanship to that which is usually provided by a vendor in this business, and meeting all standards of health requirements.

B. All bidders shall have a minimum of five (5) year's experience as vendor in this field of work and shall provide documentation, names and contact information to substantiate their experience upon request. The successful bidder shall be required to display examples of his work upon request.

C. In the event of mechanical breakdown of equipment, facilities or trucks the vendor shall provide backup services, in order to maintain the required bottling and delivery services schedule.

D. The Vendor shall provide and maintain such modern plant tools and equipment as may be necessary to perform in a satisfactory and acceptable manner, in accordance with the work required by this agreement. The contract manager, or designated representative may inspect the vendor's plant, prior to the contract award and at any other time, to ensure that it is safe and well maintained and in proper working condition.

E. The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work required by this contract, and the bidder shall furnish to the City all such information requested for this purpose.

V. PRE-BID MEETING

A pre-bid meeting will be held at the Bureau of Purchases, 231 E. Baltimore Street, Suite 200, Baltimore, MD 21202 on ***Tuesday, January 20,2003,*** PROMPTLY at ***10:00 a.m***. The purpose of this meeting is to familiarize the bidder/s with the project and answer any questions. Attendance of pre-bid meeting is not mandatory, but recommended.

VI. SERVICE SPECIFICATIONS

A. Estimated quantities for the 16-21oz bottles are 15,000 cases (each case to contain 24 single serving plastic bottles) and ordered in increments of 5,000 cases. Estimated quantities for the 1gallon container are 100,000 HDPE plastic bottles and ordered in increments of 10,000.

B. Vendor shall contact Contract Administrator to arrange service schedule upon award of the Contract and prior to each bottling event. Monthly invoices are to be submitted for the bottles delivered to the City. All work must be performed to the satisfaction of the Contract Administrator or designee or payment will not be authorized. The Contract Administrator or designee shall make all final decisions relating to any phase of this work. The scheduling of work to be performed shall be the responsibility of the City representative.

C. Vendor shall package city water in the bottles for a minimum one-year shelf life. Each bottle shall be clearly and indelibly marked with expiration date. The bottles must be placed in cardboard cases, placed on pallets, shrink-wrapped and cases must be identified, labeled and coded in accordance with USFDA Standards.

D. City will unload the pallets from the truck at the City designated loading dock or storage area.

E. Bottled water shall be labeled as defined by 21 CFR 165.110. Vendor is responsible for producing label graphics in accordance with FDA label requirements. The City will provide the decal, title and color requirements for the label. Vendor will obtain approval from the City Representative for final label design and will then procure the labels to meet the bottling needs of the City.

F. At minimum vendor shall meet the following regulatory requirements:

- 21 CFR 101 –Food Labeling
- 21 CFR 110 – Current Good Manufacturing Practice in Manufacturing, Packaging or Holding Human Food
- 21 CFR 129 – Processing and Bottling of Bottled Drinking Water
- 21 CFR 165 - Beverages

G. Vendor shall sample and test City water from planned source location to determine the necessary treatment/bottling system required to meet Federal, State and Local regulations. The sampling and identification of treatment system must be completed prior to submitting the BID PROPOSAL.

H. BOTTLED WATER MUST MEET ALL REGULATORY REQUIREMENTS concerning microbiological, physical and radiological standards set by the most stringent Federal, State and Local regulations. Bottling of substandard water is not acceptable.

I. Source of water will be the City of Baltimore Municipal Water Supply System.

J. Single Serving Plastic bottles shall be packaged in a 24-bottle/case format. The case must extend at least half way up the side of the bottle and may completely contain the bottle. If the bottle is not fully contained in the case then it must be shrink wrapped to ensure that the bottles are contained in the case. One (1) Gallon containers shall be placed in cases (3 to 4 one-gallon containers per case) and on pallets for shipment to the City designated areas. One-gallon containers must be fully encased by the container i.e. not partially shrink-wrapped. The case shall include two handles for ease of movement.

K. Bottle closures shall be tamper proof and meet industry standards and ensure the integrity of the water from the time it is placed into the bottle to the time it is used by the consumer.

VII. METHOD OF PURCHASING

Purchase order(s) and/or order releases shall be issued for every bottling event during the term of this contract. No purchase order can be issued until such time as the successful vendor has been formally awarded the contract and completely executed all necessary contract documents.

VIII. BID PRICE

All vendor costs necessary and incidental to bottling and delivering the water shall be reflected in the unit prices as shown on this contract's Bid Proposal page.

IX. BASIS OF AWARD

This contract will be awarded to the lowest responsive bidder meeting the standards identified in Section IV herein on an Item by Item basis.

X. REPORTS

When the work is proceeding, the vendor shall furnish and deliver monthly reports to the Contract Administrator or designee. These reports shall state the date; number of bottles delivered that week, number of bottles planned for delivery by week for the next 4 weeks and any problems identified concerning quality of the water or schedule delivery commitments. Failure to comply with the provisions of this section will result in withholding payment until this requirement has been met. In addition, vendor is to notify the City representative immediately if any regulatory, quality problem or schedule delay is identified.

XI. DELIVERY

The point of delivery for palletized cases from each bottling event will be designated by the Contract Administrator or designee. There will be two primary delivery points. Delivery point #1 Water and Wastewater Maintenance Division 2331 N. Fulton Ave, Baltimore, Maryland 21217. Delivery point #2 Bureau of Purchases, warehouse #15, 5300 Pulaski Highway, Baltimore, Maryland **21205**.

XII. INVOICING

Invoices shall be submitted in triplicate to:

Mr. Walter Blimline
Water and Wastewater
Maintenance Division
2331 N. Fulton Avenue
Baltimore, Maryland 21217

XIII. PAYMENTS

The City will make payment in full for services actually ordered form to the unit bid prices. The Vendor is prohibited from performing work that will exceed the amount of the purchase order or changes thereto, and the City shall not be obligated to pay any charges that exceed the amount of the purchase order or changes thereto. Payment shall be processed on a monthly basis for all completed work.

XIV. NOTICE OF AWARD

Promptly after award by the Board of Estimates, the successful bidder(s) will receive an "Award Notification" letter from the City Purchasing Agent enclosing documents, which MUST be executed and returned to the City within ten (10) days. When the City receives these documents, a purchase order will be issued, which will permit for services actually rendered.

XV. DECISIONS AND SCHEDULING OF WORK

The City shall make all final decisions relating to any phase of this work. The scheduling of work to be performed shall be the responsibility of the City representative.

XVI. RIGHTS TO TERMINATE THE ORDER:

The City has the rights to discontinue the supply of bottled water at any time without any reasons.

BID PROPOSAL

PROPOSAL OF_____TELEPHONE NO._____

ADDRESS_____

CITY_____STATE_____ZIP CODE_____

E-MAIL
ADDRESS_____FACSIMILE_____

BIDS DUE: **FEBRUARY 11, 2004** CONTRACT: **BP-04107**
BOTTLED City of Baltimore DRINKING WATER

TO THE BOARD OF ESTIMATES
OF BALTIMORE CITY:

THE UNDERSIGNED AGREES TO FURNISH AND DELIVER AS SPECIFIED **BOTTLED City of Baltimore DRINKING WATER** FOR THE BUREAU OF PURCHASES IN ACCORDANCE WITH THE SPECIFICATIONS AND OTHER DOCUMENTS HEREIN AND AT THE FOLLOWING PRICES:

METHOD OF AWARD:

AWARD(S) WILL BE MADE ON AN ITEM BASIS TO THE LOW RESPONSIVE AND RESPONSIBLE BIDDER(S).

FIRST SOURCE HIRING:

SEE INSTRUCTION/FORMS ENCLOSED WITH THIS SOLICITATION PACKAGE.

ITEM # 1

360,000 EA 16 – 20 OZ. BOTTLES AS PER SPECIFICATIONS.

$_____EA$_____TOTAL

(ORDER(S)/ORDER RELEASES TO BE 120,000 BOTTLES)

ITEM #2

100,000 EA ONE (1) GALLON HDPE BOTTLES AS PER SPECIFICATIONS.

$_____EA$_____TOTAL

(ORDER(S)/ORDER RELEASES TO BE 10,000 GALLONS)

TERMS OF PAYMENT:_____F.O.B.: DESTINATION
(2% 20 NET 30 UNLESS OTHERWISE STATED)

City of Baltimore
Bureau of Purchases
Department of Finance
231 E. Baltimore, Street
Suite 300
Baltimore, MD 21202

January 27, 2004

ADDENDUM NO. 1

BP-04107 - BOTTLED City of Baltimore DRINKING WATER

DATE DUE: February 11, 2004

NEW DATE DUE: February 18, 2004

Please add/change the following information to the solicitation document:

Technical & Detailed Specifications,

Page 1, Part III, CONTRACT PERIOD –

- **Delete** the last two (2) sentences of this paragraph and **add**;
- The anticipated beginning date shall be approximately six (6) to eight (8) weeks after issuance of a "notice to proceed".

Page 2, Part VI, SERVICE SPRCIFICATIONS, paragraph A –

- Estimated quantities for the 16 – **24** oz (**delete** 20 oz.), bottles is…

Page 3, Part VI continued,

- Paragraph E – **add:** The vendor will supply the labels. The City of Baltimore will provide the artwork. The label will be a four (4) color design. The attached black & white photocopy is for information only; actual label subject to change. Label size is approximately 9 ¼ " W. x 3 ¾" H. for the single serve bottle and approximately 21 5/8" W. x 9 ½" H. for the gallon bottle.
- Paragraph I – **add:** Vendors not receiving piped City of Baltimore water **must truck** City of Baltimore water from the Montebello Filtration Plant, 3901 Hillen Rd., Baltimore, MD 21218 to their bottling facility.

Page 4, Part VII, METHOD OF PURCHASING –

- **Add:** The City of Baltimore commits to an initial minimum order of 5,000 cases (120,000 bottles) of single serve bottles (Item #1) and 10,000 each 1 gallon containers (Item #2).

BID PROPOSAL pages (pink sheets) –

- **Remove** and discard pages BP-1 & BP-2 originally provided and;
- **Insert** the attached corrected pages BP-1 & BP-2.

IF THEY SO DESIRE, VENDORS WHO HAVE ALREADY SUBMITTED THEIR BID MAY PICK IT UP AT THE COMPTROLLER'S OFFICE, ROON 204, CITY HALL, 100 N. HOLLIDAY STREET AND RESUBMIT THEM ON OR BEFORE FEBRUARY 18, 2004. IF BIDS AE PICKED UP, PLEASE CHANGES/ADDITIONS/INSERTIONS.

Edward J. Gallagher
Acting City Purchasing Agent

EJG:JRD

Attachments (3)

BID PROPOSAL

PROPOSAL OF_____TELEPHONE NO._____

ADDRESS_____

CITY_____STATE_____ZIP CODE_____

BIDS DUE: **FEBRUARY 18, 2004** CONTRACT: **BP-04107**
BOTTLED City of Baltimore DRINKING WATER

TO THE BOARD OF ESTIMATES
OF BALTIMORE CITY:

THE UNDERSIGNED AGREES TO FURNISH AND DELIVER AS SPECIFIED **BOTTLED City of Baltimore DRINKING WATER** FOR THE BUREAU OF PURCHASES IN ACCORDANCE WITH THE SPECIFICATIONS AND OTHER DOCUMENTS HEREIN AND AT THE FOLLOWING PRICES:

METHOD OF AWARD:

AWARD(S) WILL BE MADE ON AN ITEM BASIS TO THE LOW RESPONSIVE AND RESPONSIBLE BIDDER(S).

FIRST SOURCE HIRING:

SEE INSTRUCTION/FORMS ENCLOSED WITH THIS SOLICITATION PACKAGE.

ITEM # 1

360,000 EA 16 – 24 OZ. BOTTLES AS PER SPECIFICATIONS.

OUNCES PER BOTTLE _____

$_____OZ $_____EA $_____TOTAL

(ORDER(S)/ORDER RELEASES TO BE 120,000 BOTTLES – SEE ALSO ADDENDUM NO. 1 REGARDING INITIAL MINIMUM ORDER)

ITEM #2

100,000 EA ONE (1) GALLON HDPE BOTTLES AS PER SPECIFICATIONS.

$_____EA$_____TOTAL

(ORDER(S)/ORDER RELEASES TO BE 10,000 GALLONS – SEE ALSO ADDENDUM NO. 1 REGARDING INITIAL MINIMUM ORDER)

TERMS OF PAYMENT:_____F.O.B.: DESTINATION

(2% 20 NET 30 UNLESS OTHERWISE STATED)

This is a product of the City of Baltimore Department of Public Works

Martin O'Malley
Mayor

Purified
20 FL OZ • 591 mL

CLEARLY BALTIMORE

The Greatest Water in America

Since the formation of the Baltimore Water Company in 1808, the City of Baltimore has been serving its citizens with the greatest water in America. From the protected watersheds of the Loch Raven and Liberty reservoirs, the refreshing taste of Baltimore's water is enjoyed by nearly two million people every day. The City of Baltimore takes great pride in its water quality, as it has been rated among the region's best for its taste. Baltimore's water is purified and bottled under the most stringent quality control measures and we deliver it to you with pride!

For additional information about Baltimore City, visit www.baltimorecity.gov

BELIEVE

Nutrition Facts
Serving Size 8 fl. Oz. (240 ml)
Servings Per Container 2.5

Amount Per Serving	
Calories 0 Fat Calories 0	
	% Daily Value *
Total Fat 0g	0%
Saturated Fat 0g	0%
Cholesterol 0mg	0%
Sodium 0mg	0%
Total Carbohydrates 0g	0%
Sugars 0g	–
Protein 0g	0%

*Percent Daily Values are based on a 2,000 calorie diet.